

Material Tracking Specialist Checklist

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Resource Unit Leader (RESL)		
2. Check-in with Resource Unit.		
3. Activate unit staff.		
4. Co-locate work location with the Procurement Unit.		
5. Establish contact with the Equipment and Supply Unit.		
6. Access Inventory Resource Management System (IRMS)		
7. Produce initial inventory status report of equipment and supplies in our warehouses and provide to Planning Section Coordinator (PSC). Highlight inventory of critical resources.		
<i>Each Operational Period</i>		
1. As needed, coordinate with Logistics to determine allocation and distribution strategy, including delivery locations, routes, and delivery schedule/frequency, based on incident needs.		
2. Monitor IRMS and produce inventory reports as directed.		
3. Track all tangible material resource deployed and procured for the incident to include; <ul style="list-style-type: none"> • Mission # • Delivery location • Operational Location • Person Assigned to • Recovery Required or Expendable? • Recovery Date (if applicable) 		
4. Participate in Resource Status Meeting, each operational period.		
5. Immediately notify RESL of any lost or un-accounted for resources.		
6. Provide a daily written resource status report to RESL as directed.		
7. Update EM Constellation Missions with material status information.		
8. Coordinate with Demobilization Unit to assure all demobilized staff have returned equipment.		
9. Provide report to RESL regarding completion of any incident objectives.		
10. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. Complete demobilization paperwork		
2. Provide information for after-action report		
3. Check-out with resource Unit		
4. Assure incident archive includes all Resource Tracking Logs		